



## ICUBE USAGE POLICY

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The following policy establishes terms of use in the iCube:

- Equipment in the iCube may be used only for lawful purposes subject to any condition set forth in this policy or any other Library policy. The public will not be permitted to use the equipment in the iCube to create material that is:
  - Prohibited by local, state or federal law or regulation.
  - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - Obscene, sexually explicit or harmful to minors.
  - Weapons or weapon replicas of any kind.
  - Produced for commercial purposes or goods to be sold for profit.
  - In violation of another's intellectual property rights. The guest will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with guests and the Library disclaims any responsibility or liability resulting there from. The person requesting to use iCube equipment is liable for any infringement.
- Children eleven (11) years old and under must be accompanied by a parent, guardian or caregiver (ages 18 and older) while using the iCube.
- The Library is not responsible for:
  - Any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the iCube's tools or equipment.
  - Any loss of digital data or damage to materials provided by guests.
  - A project that is destroyed, does not print correctly or does not work.
  - Refunds for purchased materials.
  - A guest's personal equipment (VHS, DVD, etc.) if damaged or destroyed while using the tools or equipment in the iCube.
  - Any object created with the use of the equipment, including any harm or injury incurred as a result of any usage of the equipment.
- Computers in the iCube are to be used for digital content creation and creative work only.
- Only designated Library staff and volunteers have hands-on access to red level equipment.
- Capacity levels stated in/outside of the iCube must be followed, unless otherwise approved by Library staff.
- Equipment in the iCube is available for use on a first-come, first-served basis.

- Guests will avoid wasting supplies and only use them for their indicated use.
- Guests are financially responsible for any and all damage done in the iCube and its equipment resulting from misuse or from failure to follow all rules, policies, procedures and restrictions. The guest agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
- All equipment failures and accidents must be reported to library staff immediately.
- Library staff reserve the right to:
  - Stop a request due to time or equipment capabilities.
  - Set a limit as to the maximum amount of projects requested by a guest.
  - Close down the iCube at any time for programs or maintenance with little or no notice.
  - Refuse any request/service. If denied, a guest may appeal that decision to deny the request/service to the Library Director by sending a written notice of appeal to the Library Director within 10 days of notice of the denial.
  - Review and approve all guest's materials before using specific equipment in the iCube. Guests are responsible for bringing their own materials unless otherwise noted. Some materials may be available for purchase. If there is a problem identified with designs and/or production, the guest will be informed. Library staff cannot guarantee a successful project or time frame of completion. Failed projects may be attempted up to two more times.
- All Library policies, including the Guest Behavior Policy, apply to the usage of the iCube. Failure to comply with iCube or Library policies may result in the loss of iCube or Library privileges.
- The guest agrees to follow the safety policies and procedures involved with the iCube, including the following:
  - Follow all equipment safety procedures as documented in the provided instructions, training session, program and/or as detailed in the available manufacturer's manuals.
  - Discontinue use of the tool if the tool or piece of equipment becomes unsafe or in a state of disrepair. Notify library staff immediately.
  - Report any accident/incident that occurs to Library staff at the time of the accident/incident.
  - Return items in the same condition as they were issued, barring normal wear and tear.
  - Take precautions to avoid causing unnecessary mess, agree to clean up the workspace following use and inform Library staff in the event that they are unable to return a work surface, tool or equipment to its original state.
- Food is not allowed in the iCube. Covered drinks are allowed (See Food in the Library Policy).
- Guests must save their work on an external memory source, such as external hard drive, CD, DVD or flash drive.
- Guests are responsible for deleting and/or removing any files (digital or print) from the Library equipment in the iCube. The Library is not responsible for equipment or files (digital or print) left behind by guests.

- Library staff will provide limited assistance in using the equipment and software. Guests are responsible for transporting their own supplies and equipment to and from the iCube.
- While the Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Library.

This Policy includes language pertaining to the use of 3D printing. The 3D Printer Policy is no longer in effect as of May 25, 2023.

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**Approved by the Novi Public Library Board of Trustees:** May 23, 2019

**Amended:** May 25, 2023

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